

EXAMPLE
A Quick Note!

Course Name: _____

Teacher: _____

Student: _____

Date: _____

Dear _____. I wanted to let you know
how your child is doing.

Student Strengths:

(1) _____

(2) _____

(3) _____

Concerns:

(1) _____

(2) _____

(3) _____

Recommended Actions:

(1) _____

(2) _____

(3) _____

Please contact me with questions or comments at:

Email:

Phone:

Times:

Other: _____

Sincerely, _____



Linda McCulloch, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov